



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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3<sup>rd</sup> April 2023

### To Councillors:

Mandy Clarke (Vice-Chair); Richard Clarke; Audrey Gillard-Sprake (Chair); Andrew Larcombe; Conor Ogilvie-Davidson; Les Sprake.

You are hereby summoned to attend a meeting of the Cemetery Committee of Peasedown St John Parish Council at Beacon Hall on **Tuesday 11<sup>th</sup> April 2023 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio member of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the Cemetery Committee

7.00pm

**Public Session** - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

### **CC041 – 11/04/2023 Attendance Roll Call and Declarations of Interest**

To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

**Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.**

**CC042 – 11/04/2023      Apologies for Absence**

To receive and approve, if necessary, any apologies for absence.

**CC043 – 11/04/2023      Minutes & Actions**

- i. To consider and approve the minutes of the Cemetery Committee meeting held on 24<sup>th</sup> January 2023.
- ii. Review updated copy of the actions register on Planner.

**CC044 – 11/04/2023      Items for Urgent Report**

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

**CC045 – 11/04/2023      Cemetery Related Policies & Procedures**

To receive an update and make any associated decisions on any further suggested amendments to the Interment and Memorial Policy.

**CC046 – 11/04/2023      Risk Register**

To receive an update on works to the sections of the Risk Register associated with Ashgrove Cemetery and make decisions for the further review of this document and risk assessments.

**CC047 – 11/04/2023      Review of Finances 2022/23 & 2023/24**

To consider expenditure reports for the 2022/23 financial year and for the 2023/24 financial year for those budgets specifically linked to the Cemetery Committee.

**CC048 – 11/04/2023      Interments and Memorials**

To receive an update and make any associated decisions on the following:

- i. Interments and memorials since the last meeting.
- ii. Photographing and documenting of the plots and memorials.
- iii. Digitisation of the burial records.
- iv. Topple Testing of the memorials.

**CC049 – 11/04/2023      Garden of Remembrance**

To receive updates on the Garden of Remembrance and to consider proposals and make any associated decisions on the following:

- i. Weeding of beds.
- ii. Removal of commemorative flowers/items/trinkets on graves and installation of signs.
- iii. Planting at the scattering area at the Garden of Remembrance.
- iv. Upgrading and extending the pathways within the Garden of Remembrance – Review of specification document.

**CC050 – 11/04/2023      Cemetery Maintenance & Improvements**

To receive updates and make associated decisions on the general maintenance of Ashgrove Cemetery and to determine any works to be undertaken. To include the following:

- i. New bib tap Ashgrove Cemetery.
- ii. Boundary walls – review of any cracks and associated quotations etc.
- iii. Waste removal.
- iv. Tree nursery.
- v. Entrance gates.

**CC051 – 11/04/2023      Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

**CC052 – 11/04/2023      Date and Time of Next Meeting & Future Agenda Items**

The date of the next Cemetery Committee meeting is to be determined.